

GENERAL TERMS

TERMS OF SALE

Net 45 days or by Controller Transfer. Orders from California State agencies are exempt from State sales tax and federal excise tax. All other agencies must add current State sales tax to orders.

Prices shown cover standard products only. Prices and specifications are subject to change without prior notice.

PIA unit prices include delivery within California strictly to dockside locations excluding major projects. Applicable prices are those prices in effect at the time of receipt of purchase order or those established by awarded contract or bid. Prices are domestic prices only for shipment within the continental United States.

MINIMUM ORDER

No minimum order requirements.

ACKNOWLEDGMENTS

Upon receipt of a completed purchase order, PIA will issue an Order Acknowledgment to **both the bill-to and ship-to addresses**. Orders will be manufactured and invoiced based upon the information on the acknowledgment. **IF THERE IS ANY DISCREPANCY, PLEASE NOTIFY PIA IMMEDIATELY.**

After the date of acknowledgment, orders may not be changed or cancelled in whole or in part without the written agreement of all parties concerned.

ORDER INFORMATION

Purchase orders are to be sent to:
Prison Industry Authority
Attn: Customer Service
560 East Natoma Street
Folsom, CA 95630-2200

All orders must include:

- ship-to and bill-to addresses
- authorized signature to encumber funds
- agency funding source: fund, agency, fiscal year, reference (State agencies only)
- agency contact person and public telephone number including area code
- bid number if applicable
- complete 12-digit style number
- specific colors, finishes and options

Please, do not FAX orders or any documents which may include credit card information— this is a "phone-in" process only. For billing questions, you may call 916/358-2684. To cancel call Customer Service.



CREDIT CARD ORDERS

Customers may use one of several major credit cards accepted by PIA. To place an order, please call Customer Service at 916/358-2733 and request the Credit Card Desk.

BID ORDERS

Purchase orders based on successfully awarded bids must have the applicable bid number written **noticeably** on the order.

CONTACT PIA :
Phone: 916-358-2733
Fax: 916-358-2660

WEBSITE ORDERS:
www.catalog.pia.ca.gov

DO NOT send a confirming copy of your purchase order if it is faxed/sent on the website.

WAIVER POLICY

State agencies may be granted waivers by PIA to procure products from other sources. Agencies seeking waivers will be directed to their assigned PIA sales representative. If the product involved is not made by PIA, or for economic or technical reasons cannot be made, a waiver may be granted for outside procurement. Additionally, waivers may be granted to accommodate individual medical requirements (see below). The assigned PIA Sales Representative will review all waiver requests. For all such requests the PIA Waiver Request Form must be completed and submitted to PIA. All approved requests must be maintained in the requesting department's procurement transaction file as proof of approval. It is the customer's responsibility to cancel any existing purchase orders for item(s) no longer required as a result of the waiver per the cancellation policy below.

Medical Waivers

PIA will grant waivers based upon medical reasons to agencies who are required to purchase from PIA under Penal Code 28007. Purchase orders for medical waivers must be accompanied by an authorization from the agency's Americans With Disabilities Act coordinator or designee. Documents should **NOT** include the name of the affected employee.

WARRANTY POLICY

PIA warrants to the original purchaser that products are free from defects in materials and workmanship found through normal usage during the specified warranty period. The warranty applies for products delivered/ installed at the shipping destination only.

The customer agrees to use PIA products properly: not to remove or alter safety devices, warnings or operating instructions placed on products, and to instruct employees as to the proper care and use of products according to the furnished printed information.

DELIVERY

Contact Customer Services for ship dates, as they vary by product.

PIA will make every attempt to meet scheduled delivery dates. If PIA cannot deliver product as scheduled due to causes beyond its control, i.e., casualty, labor disputes or accident, inability to obtain necessary labor, material or transportation, or changes requested by the customer, the delivery date will be examined by PIA and a new date will be established.

PRIOR NOTIFICATION

If you would like to be notified prior to delivery, the request must be made on the purchase order with a contact name and telephone number.

REDELIVERY OF FREIGHT

When redelivery of merchandise is required because the customer is not ready to accept merchandise and no notification of this fact is given to PIA at least one week prior to the scheduled ship date, the actual costs for freight, restocking and rehandling will be billed to the customer.

CHANGES & CANCELLATIONS

Changes and cancellations are subject to approval by PIA. Requests must be submitted in writing and refer back to the original order. A Change Order Acknowledgment will be forwarded if approved.

Change orders and cancellations are subject to additional charges for reimbursement of costs incurred. If the order has already been shipped at the time of cancellation, shipping costs are the responsibility of the customer.

Orders for nonstandard and custom products are not subject to cancellation.

SHIPMENT DAMAGE/SHORTAGES

All shipments should be carefully inspected by the customer before acceptance. If damage has occurred and the delivery is accepted, the damage must be noted on the Bill of Lading at the time of delivery. The notation must be signed and include the printed name of both the receiver and driver. Concealed shortages or damages must be reported in writing to Customer Service within ten (10) days so a claim can be filed with the carrier.

RETURN POLICY

PIA reserves the right to refuse the return of standard, non-standard (custom), or altered products.

To return unused, undamaged products, customers must request a **Returned Merchandise Authorization (RMA)** through the PIA Customer Services Branch. Credit cannot be issued for stock returned without prior authorization.

All requests must be made within 30 days after receipt of item(s) with the following exceptions: Apparel, miscellaneous textiles, flags, gloves, boots and shoes, mesh signs and binders must be made within **90 days after receipt**. Warranty returns are not accepted for these products.

If a return is authorized, PIA will make arrangements for pickup and bill the customer for round-trip freight charges. Customers should not make their own arrangements for return of items. PIA is not responsible for items lost or damaged in transit if the customer has made their own shipping arrangements and/or the items are shipped freight prepaid. Damaged items will be refused.

Returns are subject to a 25% restocking charge. Prompt Delivery Program (PDP) orders, may include a 5% restocking charge.

If PIA determines that a returned item has been used, modified or altered in any way, the item will be returned at the customer's expense and a credit will not be issued.

Refer to the Shipment Damages/Shortages and Warranty Policy sections of Terms and Conditions for additional information on returns.

FURNISHINGS

WARRANTY

It is the customer's responsibility to inspect items at the time of delivery to the extent practical. Damaged merchandise must be reported within ten days of delivery.

If any defect is discovered within the warranty period, PIA must be notified in writing within 15 days of discovery of the defect. Warranty returns must be accompanied by proof of purchase. If identified within 90 days of purchase, transportation costs for warranty returns will be paid by PIA.

→ Furniture, including seating, is warranted for 5 years.

→ Residential Hall Furniture is warranted for 10 years.

Refer to the Return Policy section of the *General Terms and Conditions* for the procedure to obtain return authorization.

COMPONENT PARTS

Replacement parts may be purchased for current PIA products. Replacement parts for discontinued products may be available for a limited time. Contact Sales for price and part number.

CUSTOMER'S OWN MATERIAL (COM) CUSTOM PRODUCTS

COM and custom requests must be approved by PIA prior to acceptance. A sample of COM or custom product drawing must be submitted for approval prior to acceptance of order. PIA will determine if material/custom product is suitable to manufacturing processes, determine if additional testing is required to meet specifications, and establish a price. If PIA agrees to use the material and manufacture a custom product, PIA will not be responsible for the condition, quality, value, performance, physical properties, or any other aspect of the product and PIA shall have no liability for any damages, injuries, or losses to the customer or to any third party that shall be caused by the use of the COM or custom ordered product and the customer shall hold PIA harmless for such liability. Custom products and use of COM materials will extend standard delivery dates to accommodate ordering raw materials.

CALIFORNIA TB 133 FIRE SAFETY CODE

PIA offers many chairs/lounges, which can be manufactured to the standards set forth in California Technical Bulletin 133. The Bureau of Home Furnishings outlines requirements for fire safe seating that is used in public spaces. Such facilities might include, but are not limited to jails, prisons, nursing care homes, health facilities and public auditoriums. Full interpretation of what constitutes public occupancy is left to the local fire authority. It is the responsibility of the customer to check with the local fire authority.

Manufacturing criteria for TB-133 compliance are based upon testing of representative styles. Some chairs are available in only fabric or vinyl and are subject to testing results.

When considering COM for use on a chair that must meet TB-133, please contact the PIA Sales Department for assistance. Testing fees may be the responsibility of the customer.

FREIGHT CHARGES

Prices quoted include freight prepaid to destination within California via carrier of PIA's choice, excluding (1) Coordinated Major Projects, (2) Residential Hall Furniture, (3) New Building Installation, (4) Large quantity orders and (5) Options & Accessories. Contact your PIA Sales Representative for freight and Set-in-Place charges for orders with special requirements. For accessory items such as wrist rests, footrests and key board supports, see the **Options & Accessories Delivery Charges** schedule.

Out of State Deliveries

Out-of-state delivery will be F.O.B. shipping point and does not include set-in-place, assembly or installation. PIA will ship prepaid and the freight charges will be added to the invoice. Estimated freight charges must be included as an additional line item on the purchase order.

SET IN PLACE CHARGES

To determine the type of delivery required for your order and the appropriate charge, refer to the delivery information below. Rates for set-in-place and/or assembly charges are listed.

There are three delivery types available: dockside, set-in-place, or set-in-place/assembly. Dockside delivery is included in the list price. The type of delivery requested **MUST** be indicated on **ALL** furniture orders. If set-in-place or assembly is requested, appropriate charges must be authorized. PIA cannot provide set-in-place and/or assembly for items previously received.

1. **Dockside Delivery** is delivery to either the building loading dock or to any accessible first floor entrance location 50 feet from the point of unloading carrier truck. The unit price listed in the schedule includes delivery strictly to dockside locations. This does not include unboxing, unwrapping or assembly. Any delivery not meeting either definition for dockside delivery will require additional set-in-place charges.
2. **Set-In-Place Delivery** is delivery to your office location with furniture items placed at point of use or a delivery over 50 feet from point of unloading carrier truck. This service includes unboxing and removal of packaging material: it does not include assembly. Please notify Customer Services in advance of delivery of any possible delivery obstacles, e.g., no available freight elevator, narrow stairs, and/or stair wells or other obstacles.

NOTE: Moving existing furniture prior to set-in-place of new furniture is the responsibility of the customer. The customer will be charged \$50.00 per hour, 1 hour minimum, if the delivery person is engaged in moving existing furniture.

3. **Set-In-Place/Assembly** service includes delivery and connecting or assembling furniture pieces at point of use.

For actual set-in-place charges, please refer to the following page.

INSTALLATION INSTRUCTIONS

Purchase orders must specify item and placement (right, left or center when appropriate) on items requiring factory installation, i.e., pedestals, storage, keyboards and center drawers.

SPECIAL HANDLING

Please contact your Sales Representative at 916/ 358-2733 regarding freight and set-in-place charges on freight and (1) Coordinated Major Projects, (2) Residential Hall Furniture, and (3) New Building Installation.

STORAGE FEES

Storage Fees may apply when the scheduled delivery date of major projects is delayed at the customer's request. Storage fees will be charged based on duration and poundage involved. The customer must notify PIA immediately when the new delivery date is known so delivery can be rescheduled.

PIA CUSTOMER SERVICE
916-358-2733
Website : www.pia.ca.gov

BEDDING PRODUCTS

WARRANTY

Innerspring mattresses have a 5-year warranty on materials and workmanship as follows (NOTE: Stains, soil, and damaged border wire negate any warranty): Two years from the date of delivery. PIA at its option and expense, will repair or replace any innerspring mattress which, under normal usage, fails to meet specifications. Three to five years from date of delivery. PIA, at its option, will repair or replace innerspring mattresses which, under normal usage, fail to meet specifications. PIA will issue a credit for a prorated amount based on the original selling price of the product. For example, mattresses returned after 36 months from the date of delivery would receive a 24-month credit of the original price; i.e., 40 percent of the original purchase price. If the product has been discontinued, a comparable mattress would be provided.

Cotton Core (new or refurbished) and pillows, at PIA's discretion will be replaced or repaired free of charge if the product is judged to be defective. It is the customer's responsibility to inspect items at the time of delivery to the extent practical. Damaged merchandise must be reported within 10 days of delivery.

If any defect is discovered within the warranty period, notification should be made promptly in writing to PIA. Proof of purchase must be provided for repair or replacement within the warranty period. PIA reserves the right to examine mattresses/pillows on site prior to their return, if reported as defective or damaged.

FREIGHT CHARGES

All freight charges quoted below are for dockside destinations within California only. Set-in-place delivery on all bedding products is determined on a case-by-case basis. For destinations outside California or set-in-place delivery, please call your PIA Sales Representative for a quote.

Excluding innerspring mattresses, prices quoted for bedding products include freight prepaid to dockside destination within California via the carrier of PIA's choice.

Freight charges specific to innerspring mattresses:

For quantities of 1-99 \$10.00 per mattress
For quantities of 100 or more \$5.00 per mattress
Charges for pick-up and disposal of innerspring mattresses are determined on a case-by-case basis due to the wide range of disposal fees throughout California.

STORAGE FEES

Storage fees may apply when the scheduled delivery date is changed to a later date at the customer's request and PIA must store product that is already manufactured. The customer must notify PIA immediately when the new delivery date is known.

CALIFORNIA TB 129 FIRE SAFETY CODE

PIA manufactures innerspring mattresses to the standards set forth in California Technical Bulletin 129. For available products, refer to the "Bedding" section of the catalog.

REFURBISHED MATTRESS POLICY/PROCEDURE

PIA will only refurbish mattresses manufactured by PIA. The customer must provide an acceptable, used mattress and it will be exchanged with a refurbished mattress. Please refer the catalog for specific refurbished products.

To exchange a used PIA mattress for a refurbished mattress:

- 1) Place an order for a refurbished mattress and PIA will ship.
- 2) Contact the San Quentin PIA Warehouse at (415) 454-1460, Extension 5613 with 60 days, and inform them when the used mattresses can be picked up.
- 3) Palletize and shrink wrap the mattress to be retrieved.
- 4) PIA will pick up the mattresses(es) on a one-for-one exchange. The quantity of used mattresses to be picked up may not exceed the order for the refurbished mattresses.
- 5) PIA will notify the carrier and provide a date for the carrier to pick up the used mattress(es), within 30 days from notification to the customer.
- 6) The carrier will retrieve the mattresses from the customer and deliver to PIA. The carrier does not inspect the mattresses. It is the customer's responsibility to ensure the mattresses were originally made by PIA, are dry, and **contain no hazardous materials or bio-waste.**

Note: PIA reserves the right to return or refuse pickup of mattresses it deems unqualified for the refurbishing program, and to charge applicable freight costs to the customer. Mattresses infected, infested, or otherwise posing a danger to the health of persons handling the used mattresses will be refused.

SET-IN-PLACE CHARGES

Furniture/Cabinets/Files	Wood Shelving	Industrial Shelving	Freestanding Screens
DESCRIPTION <ul style="list-style-type: none"> Large bulky items such as standard desks, 8' tables and sofas. \$25.00 per Unit Medium sized items such as credenzas, 5' and 6' office tables, executive chairs, lounge chairs, 78" high wardrobe cabinets and 5', 6' and 7' vertical files. \$15.00 per Unit Small items such as small utility tables, office chairs, 48" high wardrobe cabinets and 2', 3' and 4' vertical files. \$5.00 per Unit 	DESCRIPTION <ul style="list-style-type: none"> Single/Double faced shelving units UNDER 60" high. \$5.00 per Unit Single /Double faced shelving units OVER 60" high. \$15.00 per Unit 	DESCRIPTION <ul style="list-style-type: none"> Up to 2 Units \$50.00 per Unit Each additional unit. \$25.00 per Unit <p>Shelving is shipped palletized. Customers are required to have a receiving dock and a fork lift or pallet jack. If these facilities are NOT available, PIA MUST be notified at the time of ordering to determine accessorial charges for unloading and depalletizing.</p>	DESCRIPTION <ul style="list-style-type: none"> Up to 10 Units \$10.00 per Unit 11 or more Units \$5.00 per Unit

SET-IN-PLACE & ASSEMBLY CHARGES

Furniture/Cabinets/Files	Wood Shelving	Industrial Shelving	Freestanding Screens
DESCRIPTION <ul style="list-style-type: none"> Items such as secretarial and executive desks and work centers with returns, peninsulas, bridges, wedges, and the larger tables require assembly on site. If you choose to assemble items yourself, use the standard set-in-place charge applicable. \$45.00 per Unit 	DESCRIPTION <ul style="list-style-type: none"> Assembly of single faced units UNDER 60" high. \$25.00 per Unit Assembly of double faced units UNDER 60" high. \$45.00 per Unit 	DESCRIPTION <p>INSTALLATION NOT AVAILABLE</p>	DESCRIPTION <p>INSTALLATION NOT AVAILABLE</p>

Note: Due to seismic requirements PIA only assembles shelving under 60" tall and is unable to install any shelving units.

Standard Set-in-Place charges do not apply to:

- (1) Coordinated Major Projects
- (2) Residential Hall Furniture
- (3) New Building Installation
- (4) Large quantity orders

Contact your PIA Sales Representative for a quote for orders that have special requirements.

OPTIONS & ACCESSORIES DELIVERY CHARGES

DESCRIPTION/ITEM NO.	QUANTITY	CHARGE
PAPER MANAGEMENT SYSTEM (mix or match) Items 5700-5705, 5709-5720, 5730	1-10 11-20 21-29 30 or more	\$3.90 6.00 8.50 add .25 ea.
CHAIR CASTERS, SOFT *** Item 6299	1-10 11-20	\$4.25 5.50
MINI WRIST REST Item 6992	21-29 30 or more	7.00 add .25 ea.
CASTER KIT Item 7081		
PADDED WRIST REST Item 6990		
MOUSE TRAY *** Item 5620	1-10 11-20 21-29 30 or more	\$6.25 10.00 12.00 add \$2.00 ea.
DELUXE WRIST REST Item 6991		
CPU HOLDER Item 7080	1 2	\$4.11 5.44
ELECTRIC MOTOR Item 7077	3 4 5	6.18 8.87 10.30
ADJUSTABLE FOOT REST Item 7010	6 7	11.16 11.91
KEYBOARD SUPPORT TRAY (w/o support arm) Item 6447	8 9 *	28.28 32.51
MOUSE TRAY *** Item 5622		
KEYBOARD SUPPORTS *** Items 6444, 6445		
LEG EXTENSION KIT Item 7078		
KEYBOARD SUPPORT CLAMP*** (with support arm) Items 6448, 6449	1 2 3	\$4.79 7.53 10.06
KEYBOARD SUPPORT TRAY*** (with support arm) Item 6447	4 5 6 7 8 9 *	11.46 28.28 34.64 41.30 46.69 52.07
CPU HOLDER Item 7079	1 2 3 4 5**	\$6.18 11.16 32.51 44.00 54.09

* Charges apply on orders for less than 10 items per location. For orders 10 and over per location, freight is included.

** Charges apply on orders for less than 5 items per location. For orders 6 and over per location, freight is included.

*** Installation/set up and removal of packaging is the responsibility of the customer when ordered separately from furniture.

SEISMIC STANDARDS/INSTALLATION

FURNITURE/STEEL CABINETS	WOOD SHELVING	INDUSTRIAL SHELVING
<p>Steel Cabinets (Storage and wardrobe) meet California Administrative Code Title 24, Part 2, Section 2-2312, (Earthquake Safety) seismic standards, if installed per manufacturer's instructions.</p> <p>Installation is the responsibility of the purchaser. Installation hardware is included with each unit.</p> <p>In accordance with the California Administrative Code, Title 24, State Building Code, Part 2, Section 2-2312, Earthquake Safety, all:</p> <p>"Storage racks with the upper storage level more than 5 feet in height (plus contents);"...</p> <p>"Floor supported cabinets and book shelves more than 5 feet in height (plus contents);"...</p> <p>"Wall hung cabinets and storage shelves (plus contents); must be designed, constructed and anchored in such a manner as to resist stresses and limit deflections caused by earthquake forces."</p> <p>Prior to use of the shelving system, cabinets, etc., the structure must be anchored in accordance with drawings supplied by the manufacturer.</p> <p>Local agencies should check with their governing bodies to determine if compliance with UBC/CAC is required.</p>	<p>In order to comply with California Administrative Code Title 24, part 23, Section 32-2312 (Earthquake Safety) seismic standards, all PIA wood shelving over 60 inches in height must be anchored against movement during an earthquake.</p> <p>All shipments for wood shelving over 60 inches high will be accompanied by instructions which will be attached to the bill of lading along with the hardware necessary to comply with these standards.</p> <p>Installation is the responsibility of the purchaser. The installation contractor will be responsible for the final anchoring hardware depending on the building structure. You must follow standard procurement procedures to obtain a contractor.</p> <p>PIA will not be liable, nor held responsible for improper installation or use of this product.</p> <p>In order to provide the proper hardware to meet seismic standards for shelving OVER 60 inches high, please complete the questionnaire and worksheet on the following pages. If you are ordering shelving UNDER 60 inches high, complete the worksheet only.</p>	<p>California Administrative Code Title 24, State Building Code 2, Part 2 (CAC 24, SBC 2), requires that industrial steel shelving be designed, assembled and anchored so as to resist seismic forces when fully loaded.</p> <p>The industrial steel shelving components listed on the following State Price Schedule when assembled and anchored as prescribed by the manufacturer are certified by the Office of the State Architect (OSA) to be compliant with CAC 24, SBC Part 2.</p> <p>Any other sizes, configurations, anchorages, etc., that the end user may wish to order shall require additional calculations, prepared and signed by a California licensed structural or civil engineer substantiating compliance of the shelving installation to the California Administrative Code. These calculations shall be the responsibility of the end user.</p>

If you have any questions, please contact your PIA Sales Representative or call 916/358-2733.

Seismic Standards Questionnaire For Wood Shelving Over 60" High

In order to provide the proper hardware to meet seismic standards for shelving units over 60" high, Prison Industry Authority (PIA) requires the information below. Orders for shelving units over 60" high cannot be processed without this information. If you have any questions, please contact PIA Customer Services at 916/358-2733.

Arranging installation is the responsibility of the customer. PIA Customer Services can provide a list of potential installation contractors. The installation contractor will be responsible for the final anchoring hardware depending on the building structure. If you are in a leased building, contact your leaser or building manager prior to arranging installation.

Purchase/Agency Order Number: _____ Purchase Order Date: _____

A) JOB SITE:

Department _____

Address _____ Room Number _____

City _____ State _____ Zip Code _____

Building Name/Number _____ Floor Number _____

Contact Person _____ Telephone # _____

B) AISLE WIDTH (Seismic code requires a MINIMUM width of at least 42"): _____

If your order includes double faced shelving 82" high, please provide:

C) TYPE OF CEILING:

Note: Check with your Building Manager or Business Services Office to determine the type of ceiling in your building.

☐ Wood Support ☐ Concrete ☐ Unistrut

D) FLOOR TO CEILING HEIGHT _____

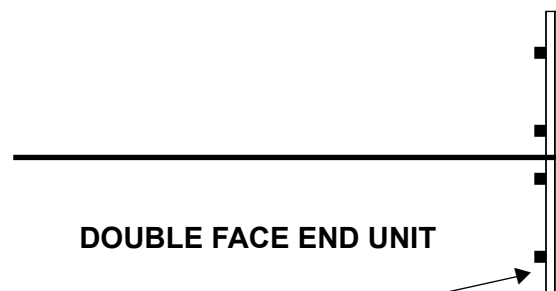
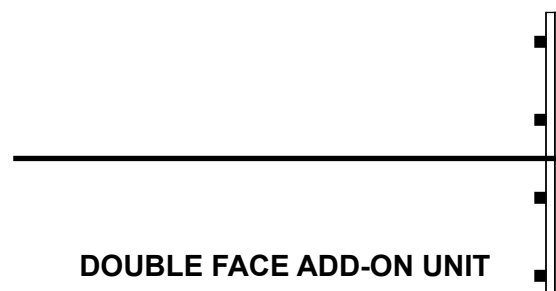
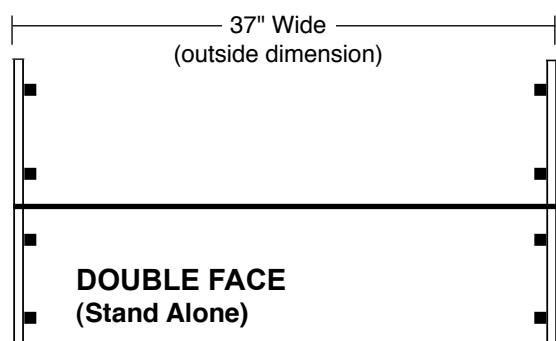
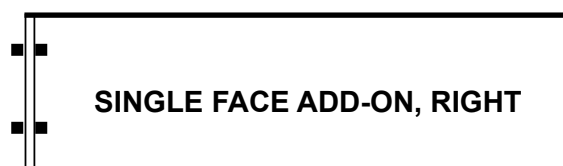
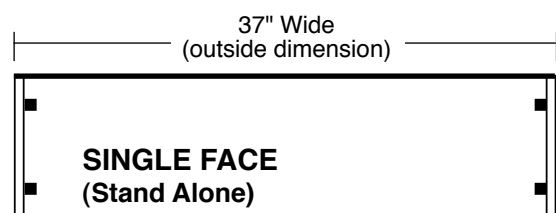
WOOD SHELVING units can be purchased as a stand-alone bookcase in either single or double sided units. Starter, Add-on and End Units may be purchased to allow you to form shelving rows of unlimited length (see example on the following page). Right single face add-on units can be purchased to convert an existing stand-alone initial unit. If you have any questions, please call your PIA Sales Representative at 916/358-2733.

All units are available in either single or double sided units as follows:

- All units are 42", 59-1/2" or 82"* high.
- Single units are 12" deep.
- Double units are also 12" deep on each side.
- All units are a nominal 37" wide outside dimension; 35" inside dimension.

* All units over 60" high require seismic protection installation (not available from PIA); however, hardware is included.

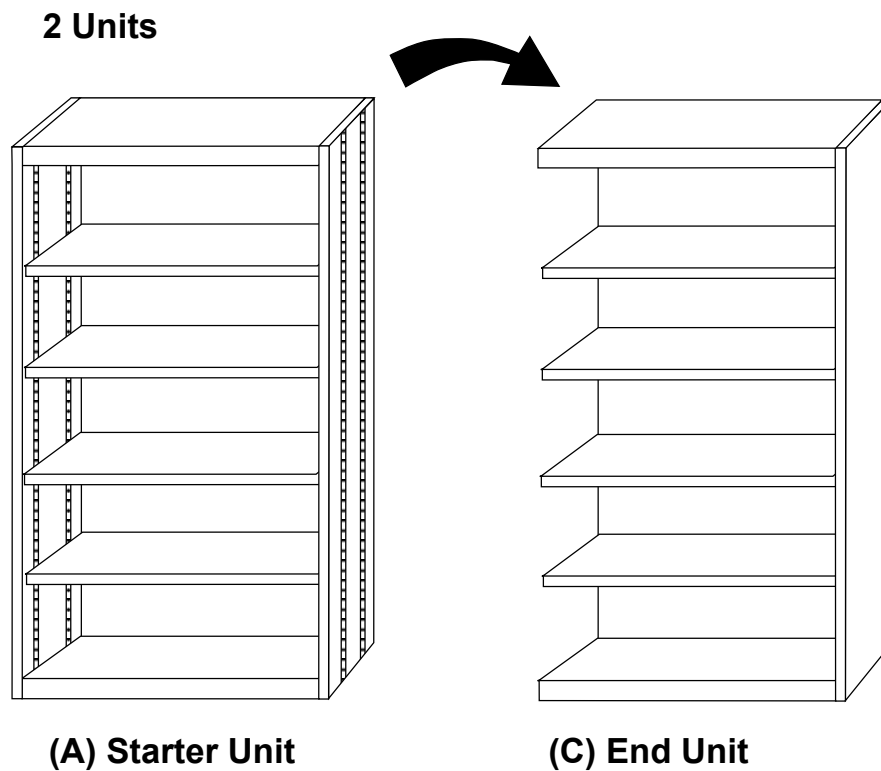
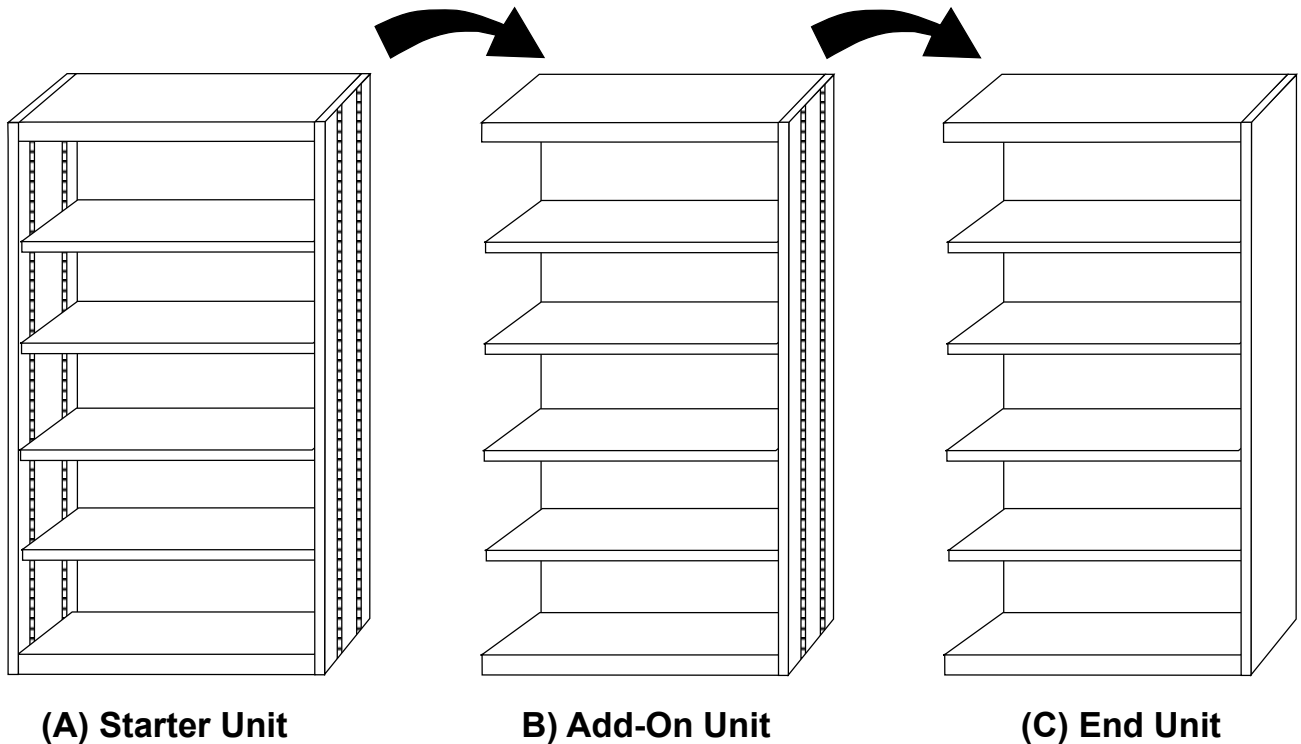
UNITS ARE SHOWN FROM THE TOP VIEW



Please Note: Black extensions indicate shelf adjusting clips



Please order from left to right.



If you have any questions, please contact your PIA Sales Representative or call 916/358-2733.

When ordering five (5) or more Wood Shelving units, please attach the following information to your purchase order.
Orders cannot be processed without this information.

If you have any questions, call your PIA Sales Representative at 916/358-2733.

TYPE OF INSTALLATION

☐ Set-In-Place ☐ Set-In-Place and Assembly

Special Instructions:

TYPE OF SHELVING

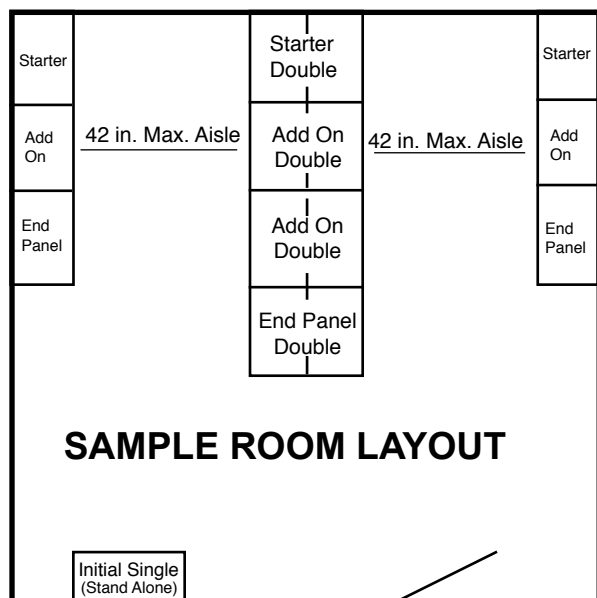
(All single face units to be used against structural wall only)

I. SINGLE FACE UNIT	SIZE (height x depth)	QUANTITY	FINISH (Walnut or Oak)
A. Initial Single (Stand Alone)	_____	_____	_____
B. Starter Single	_____	_____	_____
C. Add On Single	_____	_____	_____
D. End Panel Single	_____	_____	_____
II. DOUBLE FACE UNIT	SIZE (height x depth)	QUANTITY	FINISH (Walnut or Oak)
A. Initial Double (Stand Alone)	_____	_____	_____
B. Starter Double	_____	_____	_____
C. Add On Double	_____	_____	_____
D. End Panel Double	_____	_____	_____

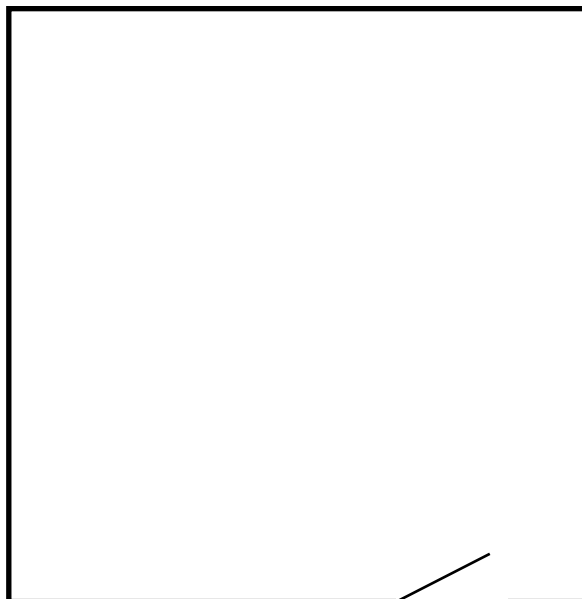
PROPOSED ROOM LAYOUT

Include a legible copy of your floor plan with your purchase order.

Orders without a floor plan cannot be processed.



Note: If ordering shelving over 60" high, please complete the questionnaire on Page 1 and include with your order.



Please sketch your room layout in the diagram above.